

# Privacy Impact Assessment NMAI Collections Information System

## I. System Identification

1. **IT System Name:** Collections Information System (CIS)
2. **IT System Sponsor:** Kevin Gover, NMAI Director
3. **System Sponsor Unit:** NMAI Museum Assets and Operations (MAO)
4. **IT System Manager:** DucPhong Nguyen
5. **PIA Author:** DucPhong Nguyen
6. **SI Unit Director or Designee:** Jane Sledge, NMAI Associate Director (MAO)
7. **Date:** October 2009
8. **Brief (one paragraph) description of the system:**

The Collections Information System (CIS) is a comprehensive museum package that handles most of the major functions of registration management, collections management, collections documentation, loans, accessions, deaccessions, curation, conservation, and sensitive and traditional care.

## II. Privacy Assessment

### 1. What information is being (or will be) collected.

CIS will capture information about individuals and organizations that have a specific association to NMAI collection items as well as general museum business such as lending and borrowing objects. Information may include address, phone number, email address, birth and death dates, gender, nationality, tribal affiliation, and biographical and genealogical information where appropriate. Information is acquired through formalized museum processes such as the acquisition of new collection items, exhibit development, preparation of incoming or outgoing loans, internal and external research, and scholarly consultation.

### 2. Why the information is being collected.

The identification of persons or organizations associated with items in the NMAI collections (collector, donor, artist, maker, archaeologist, excavator, etc.) is a matter of documentation and record keeping. The complete provenance of collection items is of documentary and research value to museum professionals,

scholars, and researchers. The identification of lending or borrowing organizations and their contact information, such as business address, phone and fax numbers, is necessary for the normal conduct of business and record keeping associated with outgoing or incoming loans and other normal museum business transactions.

### **3. The intended use of the information.**

Information about individuals and organizations associated with items in NMAI collections (collector, donor, artist, maker, archaeologist, excavator, etc.) is needed to serve internal and external research, support NMAI publications, exhibits, incoming and outgoing loans, and repatriation research, or complete reports for the National Collections Office and other SI entities, the NMAI Board of Trustees, and tribal agencies.

### **4. With whom the information will be shared.**

Information will be accessible only to individuals who have been approved by their unit data managers and supervisors and visitors conducting research on the collections. Should any protected personal information be released in a public forum, i.e. via an exhibit or publication, this release is made only after NMAI has received permission from those individuals. Currently there is no interface between the CIS and other systems.

### **5. What notice or opportunities for consent would be provided to individuals regarding what information is collected and how that information is shared.**

Information about individuals or organizations associated with items in the NMAI collections (collector, donor, artist, maker, excavator, etc). are made known to specific staff members of the Registration Department and Curatorial staff through offers to donate, to sell, or bequeath items to NMAI. Other than a legal name and contact information, no personal privacy-related data is required, although it is sometimes provided voluntarily. In cases where names, mailing addresses, telephone numbers, fax numbers, or e-mail addresses provided are determined to be false or otherwise in error, no data is entered into the CIS. Anyone with any question regarding NMAI CIS may contact:

Smithsonian Institution  
National Museum of the American Indian  
Information Technology Applications  
Collections Information System Manager  
Cultural Resources Center  
4220 Silver Hill Road  
Suitland MD 20746-2863

### **6. How the information will be secured.**

The CIS system operates within the Smithsonian's internal network and is secured by the Smithsonian firewall and other institutional security technical controls which prevent unapproved access to the CIS from outside the network. Users must first authenticate to the Smithsonian network. After a successful login to the Smithsonian network, users are required to enter a separate username and password to access the CIS database system.

The server is physically protected in a secure computer room, where access is limited to authorized personnel. System logs are regularly reviewed. The operating system and other software receive the most current patches and updates. All backups are retained for a limited time period and kept off-site in a secure facility with limited, controlled access.